



# Percy Hedley School Attendance POLICY

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## Policy Control/Monitoring

<b>Version:</b>	V0.1.
<b>Approved by:</b> (Name/Position in Organisation)	<b>John Steward</b> <b>Head Teacher</b>
<b>Date:</b>	<b>17.10.2022</b>
<b>Accountability:</b> (Name/Position in Organisation)	Head Teacher
<b>Author of policy:</b> (Name/Position in organisation)	Barry Reed Deputy Head of PHS
<b>Date issued:</b>	November 2022
<b>Revision Cycle:</b>	Annual
<b>Revised (Date):</b>	November 2023
<b>Target audience:</b>	This policy applies to all members of the education community (Teachers/Tutors, Therapists, Support Staff, Parents, Pupils, and members of the school governors).
<b>Amendments/additions</b>	
<b>Replaces/supersedes:</b>	
<b>Associated Policies:</b> (insert hyperlinks)	
<b>Associated National Guidance</b>	

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The headteacher will only authorise leave of absence during term time in exceptional circumstances. If the headteacher grants a leave request the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Parents and carers must inform the school immediately if they or the named emergency contacts have a change of address, phone number or email address. In case of emergency we must be able to contact the parents, carers or a third named person. Parents and carers must provide this information when they first register their child and keep information up to date.

It is parent s legal responsibility to ensure that their child

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## 7. Children Out of School for Long Periods Due to Ill Health

Where a child is out of school for long period due to ill health, staff will work with the family and medical professionals to offer support, maintain contact and to continue to deliver education through alternative means if this is in the best interests of the child. This may be through a combination of contact by phone, home or hospital visits, provision of relevant schoolwork and virtual contact with school staff and peers. On the advice of medical professionals school will endeavour to make reasonable adjustments to support a child back to school as soon as practically possible.

## 8. School Refusal

In instances where a pupil is refusing to attend despite the school wellbeing team and / or family support worker will be involved. They may seek to work in collaboration with external agencies such as CYPS, CAHMS and social services to support the child to access education The 59icf7( )-281(Th)4(a)6((ch)6(-

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where frequent or long-term absences are identified. A plan to improve school attendance will be made and a date agreed for its review.

Any absences of concern are reported immediately to the DSL.

The Senior Leadership Team review school attendance on a half termly basis

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